



## **TEXAS GENERAL LAND OFFICE**

### **DISASTER RECOVERY PROGRAM**

#### **TRAINING DOCUMENT: Invoice Splitting Information**

**SUBJECT: All GLO Service Provider Invoices Submitted in T-RecS**

**PURPOSE: To establish procedures and guidelines for submitting invoices**

**EFFECTIVE DATE: November 4, 2014**

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As a reminder, all invoice amounts must be split to coincide with the State's fiscal year. The State's fiscal year begins on September 1st and ends on August 31st every year.

Any invoice with a service period that spans multiple fiscal years must have the amounts separated by each fiscal year. For example, split the invoice into two separate draws with respective amounts in each (Ex. 6/5/2013 - 8/31/2013 and 9/1/2013 - 9/12/2013). Failure to split the amounts may cause the invoice to be withdrawn and delay payment.

For invoices that were submitted prior to November 4, 2014, and span multiple fiscal years, documentation **MUST** be provided to the GLO that shows how much of the invoice to pay from each fiscal year. This documentation must be emailed no later than Wednesday, November 12, 2014, to [DR.Billing@glo.texas.gov](mailto:DR.Billing@glo.texas.gov) and must contain the GLO work order number. Failure to submit documentation by this date may cause the invoice to be withdrawn.

**\*\*Note:** This invoice information only applies to GLO service provider invoices. Grantee and Subrecipient Draw requests for construction do not need to be split.